

Dear [Hiring Manager Name],

I am pleased to introduce an exceptional candidate, **[Candidate Name]**, who has just been screened and cleared by our agency for the **[Job Title]** position.

After a thorough interview and background verification, we have identified [Candidate Name] as an immediate standout for your team. Key qualifications include:

- **Experience:** [Number] years in [Industry/Field].
- **Core Skill:** [Specific Technical Skill or Software].
- **Key Achievement:** [Briefly mention a past success or project].
- **Availability:** Immediate / [Notice Period].

We have already conducted initial assessments regarding their cultural fit and technical proficiency. They are highly motivated to join [Company Name] and are available for an interview on [Day/Time].

Attached you will find their updated resume and our agency's evaluation notes. Please let me know when you would like to schedule a brief introductory call with them.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]